

SENIOR CONSTRUCTION INSPECTOR

GRADE: 19

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Senior Construction Inspector performs difficult technical and intermediate administrative work involved in inspecting, managing and assuring the quality of a wide variety of Public Works related projects; including sediment control, landscaping, grading, concrete and asphalt work, construction, water, sewer and storm drain installation, and storm water management related construction. Under the general managerial direction of the Chief, Contract Management Division the incumbent ensures that work and operations are performed in compliance with all applicable codes, specifications and regulations and participates with others in program development and direction of subordinate staff. Contact is required within the organization and with the general public, contractors, developers, builders, public utilities and public agencies for the purpose of exchanging information to carry out organization programs and to explain specialized matters. The physical demands are moderate and the working conditions can be somewhat unpleasant due to exposure to disagreeable elements.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Inspects materials (i.e. paint, soil, gravel, concrete, asphalt, brick, pipe material, etc.), including taking samples, observation of compliance with specification, etc.

- Inspect installation of sediment control devices and assure compliance with sediment control plan and applicable regulations. Direct the installation of additional devices and amend plans when necessary to assure compliance with the intent of current regulations.
- Inspect earthwork, excavations and compaction operations. Checking compaction results and reviewing related compaction information using various surveying techniques and equipment.
- Inspect subgrades prior to construction of paving or appurtenances. Check line and grades
- Inspect sanitary sewer, potable water and storm drain systems, storm water management facilities, concrete and masonry construction, landscaping and related items for compliance with plans, specifications and appropriate regulations.
- Inspect street utility cuts for proper backfill and compaction and paving surface repairs; makes cost estimates for driveway aprons and other routine projects as necessary.
- Determines that all proper permits have been obtained and holds pre-construction meetings with appropriate individuals and other agencies.
- Coordinate various construction efforts within a construction area as necessary.
- Ensure that contractors provide proper public safety in terms of safe pedestrian and vehicular access through work zones by enforcement of sound traffic control in compliance with the MUTCD.
- Accurately record all pertinent information on projects by use of daily logs, reports, diaries and the city's electronic permit tracking system.
- Review plans to become familiar with proposed assigned projects and make recommendations for potential revisions to proposed work based on unforeseen field conditions.
- Measure, calculate and certify quantities on contract work for payment to contractors. Document quantity under or overruns on CIP Projects.
- Oversee contract inspection programs utilizing consulting engineering personnel.
- Conduct preliminary negotiations on unit prices or costs for change orders or extra work orders.
- Investigates, resolves and prepares written reports or recommendations on assistance requests from other agencies, developers, contractors or the public.
- Trains and provides guidance to lower level personnel
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from high school and a minimum of eight years technical engineering experience as a construction inspector. Must have NICET certification or an equivalent certification as determined by the City. Must have the Maryland Department of the Environment

designation as a “responsible person” for erosion and sediment control and in water sampling. Possession of an appropriate driver’s license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Working knowledge of the methods, materials and techniques of Public Works construction, including safe work practices.
- Working knowledge of quality control in construction and of effective corrective measures for defects and violations.
- Working knowledge of general surveying methods with an emphasis on differential leveling and the use of transits and levels.
- Working knowledge of typical contracts and specifications used in Public Works construction, including applicable Federal, State, County, City and WSSC specifications, regulations and standard details.
- Knowledge of computers and basic software such as word processing and spread sheet programs.
- Ability to read and comprehend construction plans and specifications, property plats and written direction.
- Ability to deal firmly but tactfully with contractors, employees, property owners and the general public contacted in the course of the work, occasionally under adverse conditions.
- Ability to make engineering computations rapidly and accurately.
- Ability to make clear and accurate sketches and diagrams of field conditions
- Ability to communicate clearly to others, both orally and in writing.
- Ability to work closely and cooperatively with fellow City employees in a team relationship.